

PROJECT STATUS REPORT 2011 SCHEDULE

<u>Status Month</u>	<u>Project Status Materials Due</u>
December 2010	January 14, 2011
January 2011	February 18
February	March 18
March	April 15
April	May 20
May	June 17
June	July 15
July	August 19
August	September 16
September	October 14
October	November 18
November	December 16
December	January 20, 2012
January 2012	February 17

*** For all projects required to do project status reporting, the initial project status report will be due within thirty (30) calendar days from the date of Planning and Design phase approval by the State Chief Information Officer (SCIO). ***

*** Note: The initial project status report (“Snapshot”) will be for the month that the project started as defined in the “Start Date” field in the “Project Info” tab of the PPM tool. ***

*** Note: Any deviation from the project status reporting requirement must be formally documented and approved by the EPMO Director. ***

*** Note: All requests for status report “rollup” activity must be formally documented and approved by the EPMO Director. ***